

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

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OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2016-42

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Affordable Care Act (ACA) Sample Communication Now Available

To assist agencies in communicating with employees regarding their eligibility for health benefits, OSUP has added five (5) sample communication pieces to the [ACA webpage](#). These letters, found under "Downloadable Tools," are being provided as an aid, but agencies are not required to use the sample letters. They will be most useful when communicating with non-full-time employees whose hours of service are being tracked. If used, agencies must complete the areas in **RED**. Please note that there are some comments within some of the documents that are instructional for the agency and are not intended for inclusion on the final letter to the employee.

Questions should be directed to a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

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APH:lmg/par